

TRAVEL EXPENSE CLAIM

See Instructions and *Privacy
Statement on Reverse Side

STD 262 (REV. 7/2005)

Page 1 of 1 Pages

CLAIMANT'S NAME LAURA N. CHICK		SSN or EMPLOYEE NUMBER*		DEPARTMENT Planning & Research	
POSITION Inspector General		CB/D No. Exempt	DIVISION or BUREAU Governor's Office		INDEX NUMBER 226
RESIDENCE ADDRESS*		HEADQUARTERS ADDRESS 1400 Tenth Street		TELEPHONE NUMBER	
CITY CA	STATE CA	ZIP 95814	CITY Sacramento	STATE CA	ZIP 95814

(1) MONTH/YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION				(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
(2) DATE	TIME			BREAK-FAST	LUNCH	O.T., L/T, N/C, RELO. OR DINNER		(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE, TOLLS, PARKING	(D) PRIVATE CAR USE MILES AMOUNT		
Jan 2010													
1/12	17:00	Los Angeles								40.00			40.00
1/13		Los Angeles								13.50			13.50
1/18	21:00	Burbank/Sacramento								80.00			80.00
1/19		Sacramento								12.00			12.00
(10) SUBTOTALS										145.50			145.50
COLUMN CODE (ACCTG. USE ONLY)													
CLAIM TOTAL												145.50	

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required) Keynote speaker at Women's Political Committee. Attended Senator Carol Liu luncheon.	(12) NORMAL WORK HOURS
	(13) PRIVATE VEHICLE LICENSE NUMBER
	(14) MILEAGE RATE CLAIMED 0.55
AGENCY ACCOUNTING OFFICE USE ONLY PAID BY REVOLVING FUND CHECK NUMBER	

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754

pertaining to v CLAIM#

DATE

1-27-10

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

DATE



Thank you!

Your Confirmation is **NZ7Y4J**



Continue to Book Your Car

Our fares are low, and so are our car rental rates. Search cars using the travel dates and destination from your air reservation.



[Book a Flight](#)



[Book a Cruise](#)

Air

Adult 1: LAURA CHICK

Acct#: 00000090958674

Confirmation # NZ7Y4J

AIR ITINERARY

DEPART JAN 12	Wanna Get Away Fare Sacramento, CA to Burbank, CA Tuesday, January 12, 2010 Travel Time 1 h 10 m (Nonstop)	#1550	Depart Sacramento, CA (SMF) Arrive in Burbank, CA (BUR)	5:20 PM 6:30 PM
RETURN JAN 18	Wanna Get Away Fare Burbank, CA to Sacramento, CA Monday, January 18, 2010 Travel Time 1 h 20 m (Nonstop)	#1843	Depart Burbank, CA (BUR) Arrive in Sacramento, CA (SMF)	7:05 PM 8:25 PM

BILLING

Form of Payment	Number	Amount Applied	Remaining Balance
Exchanged Southwest Travel Funds	NZ7Y4J - 5702	\$134.20	\$16.00

AIR PRICING

Passenger Type	Trip	Routing	Fare Type	Base Fare	Govt. Taxes and Fees	Quantity	Total
Adult	Depart	SMF-BUR	Wanna Get Away	\$50.23	\$14.37	1	\$64.60
Adult	Return	BUR-SMF	Wanna Get Away	\$54.88	\$14.72	1	\$69.60
				\$105.11	\$29.09	1	\$134.20

CAB FARE RECEIPT

AMOUNT 40.00 DATE 1/12/09
 FROM Burbank Airport
 TO Silverlake Home
 CAB No. _____ DRIVER _____



Parking Receipt

Location M-Plaza Date 01-13-09
 Cashier [Signature] Amt. Paid \$12.50
+ 1
13.50

INDEPENDENT TAXI of BEVERLY HILLS

Since 1977

800-LA1-TAXI
 521-8294



www.taxi4u.com
 310-659-8294

Date 01/18/09 Cab # 1102 Total 40.00
 Driver _____
 From _____
 To _____

For Inquiries, Complaints or Lost Items Please Call. 323-666-0040
 Driver May Request Payment or Deposit in Advance

PASSENGER'S RECEIPT, TAXI CAB FARE S.I.T.O.A. Airport Taxi

Driver's Phone Number
 (916) 527-4410



24 Hours Dispatch Phone No.
 916-444.0008

Driver's Name & Co.
 ASIF
 FRONTIER # 72

Date : 1/18/10
 Fare : \$40
 Other : _____
 Total : _____

We appreciate your business and strive to get you to your destination in a timely and professional manner. Our service is also available for return trips to the Airport. If you have any comments or concerns please call: (916) 284-6878 or email us at sitoad@yahoo.com. Thank You!

FROM: Sac Airport TO: Sac Home

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 1205 - 10th St.
 SACRAMENTO, CA 95811
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